

Class Code 3306/Nonexempt
Position Title Chief Inspector
Working Area Planning & Development/Code Enforcement
Effective Date October 1, 2002



JOB DESCRIPTION

Scope

Administrative and supervisory work managing code enforcement activities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Manage the code enforcement staff. Enforce County ordinances pertaining to zoning, sign and lot maintenance. Write and present reports to internal and external customers; attend meetings. Monitor complaints; assist inspectors with difficult cases. Provide staff guidance in enforcement matters. Schedule and coordinate daily inspections. Monitor lot clearing and condemnation cases. Review cases for presentation to Code Enforcement Board. Compile, analyze, and develop strategies for code enforcement activities. Develop, recommend, and implement policies. Prepare annual budget. Remain educated in code enforcement laws.

Minimum Qualifications

Knowledge and Skills

The constitutional powers of local government officials. Principles and practices of land use zoning and of laws, rules, regulations, County Codes, and ordinances. Regulatory operations involving field enforcement activities. Administrative hearing and quasi-judicial hearing procedures that include rules of evidence. Knowledge of building permitting process.

Analyze case information; organize and present information clearly. Analyze data on case flow to determine scheduling or procedural adjustments. Communicate well orally and in writing. Read and comprehend technical and professional journals, manuals, abstracts, maps, technical drawings, legal documents, summaries, reports, memos, and correspondence. Make presentations before large and small groups. Write detailed reports, memo, and summaries relaying technical information clearly and concisely. Perform basic mathematical functions. Analyze data and develop conclusions; identify and resolve problems.

Education

Bachelor's Degree in Public Administration, Business Administration, Social Sciences or a related field and three (3) year of experience in a governmental regulatory agency. Two years of supervisory experience is required. *A comparable amount of education, training, or experience may be substituted.*

Must be certified in Levels I, II, and III of the Florida Association of Code Enforcement and certified as a Code Enforcement Professional within five (5) years' of employment. Must possess and maintain a valid Florida Driver's License.

Working Conditions

The work environment for this position includes both office and fieldwork. Incumbent performs most office duties while sitting at a desk, table or workstation. While working in the field the incumbent must have the ability to climb, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents must follow safety procedures carefully.

